



United States Bankruptcy Court  
Eastern District of Louisiana  
Hale Boggs Federal Building, Suite B-601  
500 Poydras Street  
New Orleans, Louisiana 70130

Telephone: (504) 589-7878  
FAX: (504) 589-7849

R. Marla Hamilton  
Clerk of Court

July 21, 2005

To: Bankruptcy Bar, Eastern District of Louisiana

Subject: **New Procedures for Credit Card Payments - "Pay.gov"**

Beginning August 23, 2005, we will be changing the way that credit card payments are processed to a system called "Pay.gov". In addition, a new "lockout" feature will be added that will come into effect if fees are not timely paid. Detailed information about the changes is available on our website, [www.laeb.uscourts.gov](http://www.laeb.uscourts.gov), under "CM/ECF Info". A brief summary follows.

**On-Line Credit Card Module a/k/a "Pay.gov"**

The CM/ECF on-line credit card module, known as "Pay.gov", is an enhancement to ECF that allows practitioners to pay filing fees via the internet directly to the U.S. Treasury as part of the electronic filing process. The filer's credit card information must be entered after each transaction in a session or once for all transactions at the end of a session. New reports will be available to assist with record-keeping and fee tracking.

On August 23, 2005, we will shred all credit card collection authorization forms presently on file in the clerk's office. Because filers will be entering their credit card numbers during each session in which a fee is due, the clerk's office will not need to keep a record of the attorneys' credit card numbers. Practitioners who do not wish to pay on-line may still pay by cash, check, certified check, money order, or credit card over-the-counter. Practitioners who do not pay by credit card using Pay.gov must have an authorized user present their credit card at the clerk's office intake counter for each transaction in which a fee is due. Pay.gov will not be available at the public computers located in the clerk's office.

Practitioners who wish to continue to use their credit cards to pay filing fees

over the internet must fill out the attached form and return it to the clerk's office. The payment option of "cc" will no longer apply.

### Lockout Feature

Access to ECF will automatically be disabled after two days for attorneys who have outstanding filing fees. If access is disabled, the filer can still log in to ECF, but will not be able to view or file documents. Access is enabled by clicking on "Utilities" in the main menu, then clicking on "Internet Payments Due" to pay outstanding fees. Practitioners will not have the option to select a specific transaction, but must pay all fees due in order to regain access to the system. Once all fees are paid, access to CM/ECF is regained by clicking "Logout" from the main menu, closing the browser, reopening the browser, and logging back into the CM/ECF system.

In addition, the court will continue to dismiss cases without prejudice for failure to pay the filing fees if the payment is not made within two business days, regardless of which payment method is used.

We will send another reminder shortly before we go live with Pay.gov, but wanted to alert practitioners to the upcoming change and give time to fill out the internet credit card payment request forms. If you have questions, please contact Cheryl Vogel at (504) 589-7860.

A handwritten signature in black ink, appearing to read "A. Mark Smith".